End of Probation Employee Review

For most classified employees, the probationary period is 6 months. However, in some instances the probationary period can range from 3 to 12 months. The performance review is a driving factor in determining if an employee moves to permanent status. After entering the performance review, you need to enter a corresponding Data Change/End of Probation Job Data row to change the Employment Status from Probationary to Permanent. See K.A.R. 1-7-3

Note: The probationary period may be ended or extended. If the employee's probation is extended, you need to enter the performance review which extends the probation on the Employee Review page and adjust the probation end date on the Kansas Information page in Job Data.

How To: Enter an Employee Review for a probationary employee. Enter a corresponding Data Change/End of Probation row in Job Data to change the Employment Status from Probationary to Permanent.
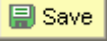
STEP 1:	Select the menu items in the following order: **Workforce Administration > Maintain Employee Review**
Expected Results:	Employee Review search page displays.

STEP 2:	Enter the **Employee ID** in the EmplID field. Click Search
Expected Results:	Employee Review page displays.

STEP 3:	Click ⊞ to add a row.
Expected Results:	A new Employee Review row is added with the current date in the Effective Date field.

STEP 4:	Change the **Effective Date** to the date the review was completed.
Expected Results:	The field updates after tabbing out or clicking on another field.

STEP 5:	Select **Class Pb** from the drop down list next to the Review Type field.
Expected Results:	Review Type displays.

STEP 6:	Enter beginning and ending dates of review period in the **From/To** field. Tab out.
Expected Results:	Beginning and ending dates display. Next Review Date field updates.

End of Probation Employee Review

STEP 7:	Enter **SOK** as the Rating Scale or click the 'Lookup' button next to the Rating Scale field.
Expected Results:	State of Kansas displays as the Rating Scale.

STEP 8:	Enter **Review Rating code** or click 🔍 next to the Review Rating field.
Expected Results:	Review Rating of E (Exceptional), S (Satisfactory) or U (Unsatisfactory) displays.

STEP 9:	Enter **Evaluation Type** or click 🔍 next to the Review Rating field.
Expected Results:	Evaluation Type displays.

STEP 10:	Type in the reviewer's Employee ID in the **Reviewers ID** field on the Reviewers page.
Expected Results:	Reviewers ID displays.

STEP 11:	Enter information on the **Comments** page if desired.
Expected Results:	Optional comments display

STEP 12:	Click **Save.**
Expected Results:	

STEP 13:	Select the menu items in the following order: **Workforce Administration > Job Information > Job Data**
Expected Results:	Job Data search page displays.

STEP 14:	Enter the **Employee ID** in the EmplID field. Click Search.
Expected Results:	Work Location page displays.

STEP 15:	Click ➕ to add a row.
Expected Results:	A new Job Data row is added with the current date in the Effective Date field. Change the date if necessary.

STEP 16:	Select **Data Change** from the drop down list in the Action field.
Expected Results:	The action displays in the Action field and the Reason field becomes blank.

End of Probation Employee Review

STEP 17:	Select **End of Probation** from the from down list next to the Reason field.
Expected Results:	Reason displays. Employment Status on Kansas Information page changes from Probationary to Permanent.

STEP 18:	Click Save
Expected Results:	